DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-EO

10 March 2004

MEMORANDUM FOR STATE EQUAL EMPLOYMENT MANAGERS AND MILITARY EQUAL OPPORTUNITY STAFF OF ALL STATES, PUERTO RICO, THE U.S. VIRGIN ISLANDS, GUAM, AND THE DISTRICT OF COLUMBIA

SUBJECT: Air National Guard (ANG) Military Equal Opportunity Officer/NCO of the Year Award

1. As part of the National Guard Bureau Equal Opportunity/Equal Employee Opportunity (NGB EO/EEO) May 2004 Conference, NGB-EO will sponsor an awards banquet to recognize outstanding contributions to the EO/EEO work of the National Guard. This award will be presented to the MEO officer/NCO who has distinguished him or herself through contributions in human relations and equal opportunity within the Air National Guard and the local community.

2. A panel of senior equal opportunity specialists, designated by the NGB Director, Equal Opportunity and Civil Affairs, will review and evaluate the nominations and select the ANG winner from the packets submitted.

3. The nomination packets should address the following selection criterion:

a. Identify the significant EO program contributions made by the nominee that added directly to organizational readiness.

b. Identify the significant contributions made by the MEO officer/NCO to design and/or implement MEO programs in the following EO areas: communication, education and training, assessment, and enforcement.

c. Identify how the nominee has supported the full opportunity and integration of minorities and women within their ANG unit.

d. Identify efforts of the nominee to foster connections between the ANG and the local community to aid in the pursuit of ANG diversity goals.

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4. The nomination packet must include:

a. A two-page maximum, double-spaced narrative outlining Diversity and Equal Opportunity Related contributions during the previous calendar year as stated above in paragraphs 3a through 3d.

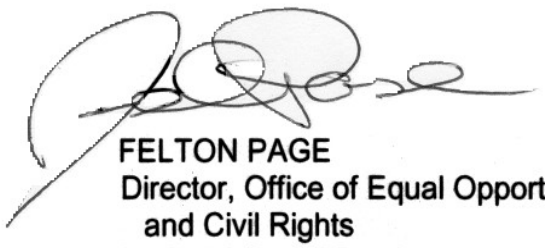
b. A one page in length maximum, double-spaced biography of the nominee.

c. Endorsement of the nomination packet by the member's Commander.

d. A statement indicating that the applicant is in compliance with AF weight standards IAW AFI 40-502.

e. Forward EOA packet to ARRIVE **NLT 28 April 2004** to NGB-EO (Attn: Lt Col Lyman), 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

5. The point of contact for this action is Lt Col Cory H. Lyman, ANG Military Equal Opportunity Program Manager, National Guard Bureau, at DSN 327-1702 or 703-607-1702.



FELTON PAGE
Director, Office of Equal Opportunity
and Civil Rights
National Guard Bureau